MARC Checklist

Essentials for Books in MARC Record

PHYSICAL DESCRIPTION

020 \_a ISBN : \_c price

040 \_a cataloging source code \_d Modifying library code (your library code)

100 \_a Main entry – name of author, \_d life dates.

245 \_a Title proper :

**Directly from title page**

\_b subtitle /

\_c statement of responsibility.

1. \_a Variant title (if applicable)

250 \_a ed. **(edition statement – use ordinal numbers, i.e. 1st ed.)**

260 \_a Place of publication :

\_b Publisher,

\_c pub. date or © date.

1. \_a number of units, i.e. pages :

\_b illustrative matter (ill.) ;

\_c dimensions (cm.) +

\_e (if accompanying materials)

490 \_a Unofficial series title (Add 830 tag for Official Series title, if known)  
**\_v volume number, if applicable**

NOTES (most useful in a school setting)

500 \_a General notes (optional, put notes here that do not fit into other fields in 5XX)

1. \_a Bibliographical references

505 \_a Contents **(parts of the work separated by - - )**

# At least one of these two fields

520 \_a Summary **(essence of work)**

521 \_a Intended audience **(reading, age, grade levels or special target group)**

526 \_a Standard reading program, if applicable**(Accelerated Reader, etc)**

1. \_a Awards note, date of award (Caldecott or ALA Notable Book, 2002)

590 \_a Local notes (location directives, references to relative classes or teachers)

SUBJECT HEADINGS

600 \_a Personal names **(personal name as subject heading –i.e. biographies)**

650 \_a Main topics **with appropriate subdivisions (usually up to 3)**

1. \_a Geographical emphasis, if applicable

(Most common subdivisions for 65X: \_y Chronological ; \_x Topical ; \_z Geographical)  
(Use the \_v subfield for form subdivisions in 6XX – i.e. Fiction, Dictionaries, Juvenile literature…)

1. \_a Genre headings for fiction or drama **(i.e. Science fiction, Fantasy films, Love stories, Folklore, Fairy tales, Mystery fiction)**
2. \_a Curriculum Index term (optional)

690 \_a Local subject headings (generated for local audience in your setting)

ADDITIONAL ADDED ENTRIES

7XX \_a Added entries for joint author, editor, illustrator..

1. \_u URL (Uniform Resource Identifier , a.k.a. Web address)

\_y hyperlink text **(will display instead of URL if added)**

Non-print items

(videos, electronic resources, etc.)

Use all of the above, plus the following fields:

028 \_a publisher number \_b source of number

1. \_h [GMD]**\*** **immediately following title proper**
2. \_a ( # min.) length of production **(immediately after SMD\*)**

500 \_a source of title (required for electronic resources only)

1. \_a creators and producers of work

**Credits**

511 \_a Performers and participants

538 \_a System requirements (VHS, PC, MAC, etc.)

**546 \_a Language note (including closed-captioned/subtitle notes for videorecordings)**

Note: Indicators are not included in this checklist. Non-filing indicators are set automatically in MARC Magician. See the Cataloger’s Reference [or Follett Tag of the Month](http://www.fsc.follett.com/sub/tag_of_the_month/) site for clarification of indicators for particular fields (i.e. 521 target audience – first indicator).

HOLDINGS RECORD **(852 field expanded)**

## Add the following information for electronic shelf list copy-level records (also called

## Holdings record).

Barcode #

Call #

Acquisition date

Vendor

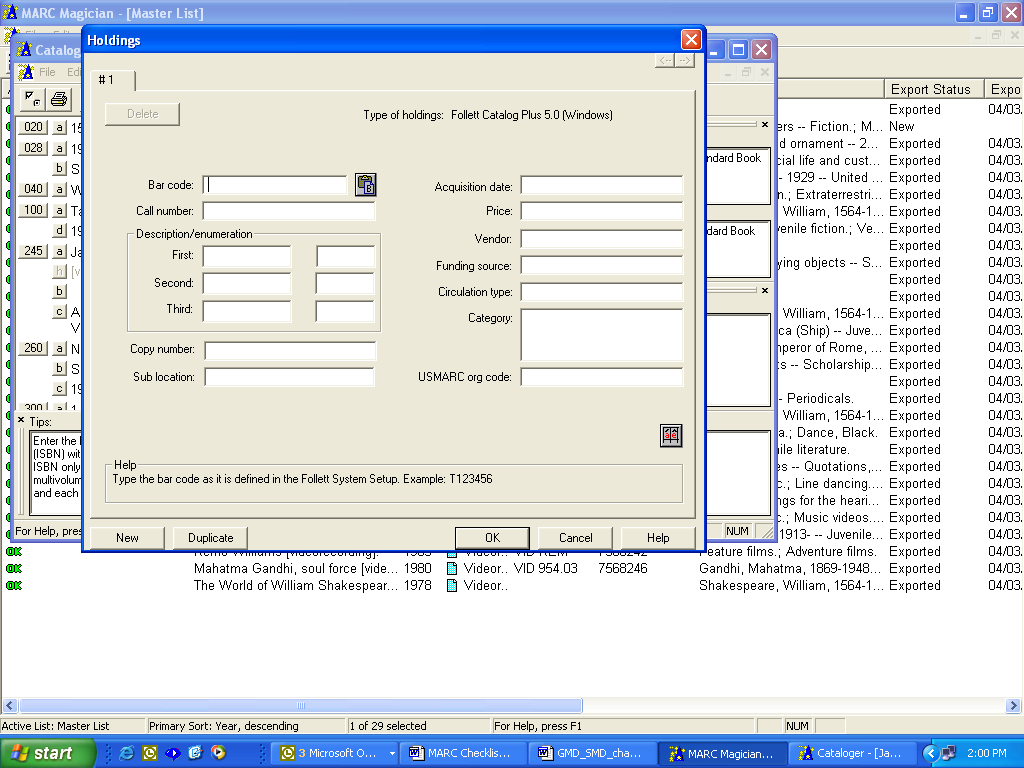
Funding source

Price

Circulation type

Category (new materials for budget year + others if applicable)

Add volume #, copy #, or part #, as needed



Holding record of the expanded 852 field as viewed in MARC Magician software. The field replicates the local holding record in many library automation systems according to the software set up. In this example the Follett Catalog Plus 5.0 software is used.

Image used with the permission of Information Transform, Inc.

Created by Candy Blessing for LSC5520 Cataloging & Classification in an Electronic Environment, Mansfield University, c2010